NEWSLETTER
UNIVERSITY RESEARCH OFFICE

concordia university

BC-315 (SGW CAMPUS)
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RESEARCH PROPOSAL GUIDELINES

The following items should be taken into consideration when completing all research grant applications:

Research Plan and Progress Report

Applicants should take particular care and attention in outlining the research plan or proposal. Since research funds from the Granting Agencies are becoming increasingly difficult to obtain, the applicant must be able to prove clearly the quality of his/her work and competence as a researcher. A new applicant should provide evidence that he/she is familiar with the existing literature and any work done in the chosen field of research.

Budget

Applicants must pay particular attention to their budget requirements. Most Granting Agencies request that the requirements be outlined for a three-year period.

- Direct Costs: A list attached on the last page of this Newsletter might be a useful check list.

- Assistants: Please ensure that when stating the rate for assistants you do not exceed the maximum rate allowable by the various Agencies. In addition, employee benefits must be included. With regard to these employee benefits, the following calculations may be of assistance:

Temporary Full-Time, Permanent Part-Time, Temporary Part-Time*

Q.P.P., Medicare, U.I.C.	5.4%)	9.4%
Accrued Vacation	4.0%)	

Permanent Full-Time*

Q.P.P., Medicare, U.I.C.	5.4%)	
Life Insurance, University Pension Plan, L.T.D.	8.18%)	14.18%
Optional Life Insurance	0.60%)	

In addition, on termination, appropriate vacation pay.

* See Policy Guideline B-1 for definitions

RESEARCH PROPOSAL GUIDELINES (Cont'd)

Budget (Cont'd)

- Assistants: (Cont'd)

  With regard to the hiring of research grant employees, it is necessary to complete the Personnel/Payroll Notification Form No. CP-009, revised 08/78. These forms are available from the Personnel Department or from the University Research Office. These are new forms and I would ask you to please ensure that all the old forms are destroyed. These forms must be used not only for hiring, but also for any change in status of the employee as well as for termination.

- Computer Costs: Applicants who require computer service for their research project should enter the amount they expect to pay from their Grant for machine time essential to the research project with details provided for the following:

  (a) the type of computer to be used.
  (b) the rate per hour that will be charged.
  (c) number of hours required.

  The Computer Center charges for the use of our large-scale, dual CYBER-172 are:

  - $450.00/CPU hour
  - $4.50/hour of terminal connect time
  - miscellaneous input/output and mass storage related charges

    (A good rule of thumb might be to use $10.00/minute of CPU time to include miscellaneous charges)

  Staff charges currently:

  - Keypunching/verifying: $10.00/hour (approximately 100-150 cards/hour)
  - Programming/Analysis: $16.00/hour

  Please note that costs associated with programming and keypunching should be identified under "salary costs", and not "computer costs". Costs associated with magnetic tapes, etc., should be included under "supplies".

  I would like to bring to your attention a new Computer Center Policy related to equipment and services - Policy No. CC-1. This Policy requires that the Center be consulted prior to allocation of funds destined for computer related equipment.

- Equipment: All pieces of equipment should be named, including information regarding the model, supplier and price. 8% Provincial sales tax will apply on all purchases of equipment, materials and supplies. This is particularly important when applying for major equipment over $5,000 as the tax then becomes significant.

DEADLINE DATE

All applications to NSERC for Individual Operating, Capital and Travel Grants should be forwarded through the Department Chairman and Faculty/Divisional Dean's Office to the University Research Office by FRIDAY, OCTOBER 20, 1978. Please ensure that an extra copy of the application is included.

ENERGY, MINES AND RESOURCES 1979-80 RESEARCH AGREEMENTS PROGRAM

The E.M.R. Research Grants Program Information Guide and Application forms for 1979-80 are now available from this office. Deadline for receipt of applications in this office is *November 10, 1978.*

INSTITUTION-INDUSTRY COOPERATION ON SCIENCE CONTRACTS - DSS

As you know, the Federal Government's policy on contracting out its Science and Technology requirements is to contract these primarily to Canadian Industry. This requires that DSS solicit bids from non-profit organizations, Universities and other public or para-public institutions only when the industrial sector is not able or willing to undertake the work being contracted out.

An institution may, if it wishes, submit a bid on a particular requirement in competition with industrial sector sources. However, these bids will only be considered if no acceptable bids are received from industrial sources. The DSS Science Center considers that there is a more viable alternative to direct institution-industry competition for the Government's Science and Technology contracts and that is for both sectors to cooperate in undertaking these contracts.

Canadian institutions may, however, offer their specialized services as consultants or subcontractors, to industries carrying out the Government work.

In order to provide Universities with the possibility of involvement in these contracts, the Science Center will be issuing lists of request for proposals (RFP). If anyone is interested in receiving a copy of these RFP's, please inform this office.

RHODES SCHOLARSHIPS FOR 1979

The Rhodes Scholarships are again available to students of Canadian Universities tenable at the University of Oxford. For applications and further details, please call Mr. R. Duder at 879-4136. Candidates should have very high academic standing, have shown an interest in their fellow man and possess a well-rounded personality. Deadline for completed applications, *October 25, 1978.*

CANADIAN NATIONAL SPORTSMEN'S FUND

The Canadian National Sportsmen's Fund will make available grants in aid of research in the broad area of conservation with emphasis on fish and wildlife, their habitat, and including forest, field and stream. Awards will be made principally on the basis of the competence of the applicants and the significance of the work proposed. Deadline for application to this office is *November 20, 1978.* Further information and application forms are available from this office.

CORPUS CHRISTI COLLEGE

Corpus Christi College is pleased to announce that it is prepared to provide facilities for visiting scholars during the 1979-80 year. Anyone planning to spend some time in Cambridge during the coming year may obtain further information from this office. Applications for accommodations can be made at any time. However, the accommodations will be available on a first come, first served basis, and preferably before November 1, 1978.

RESEARCH STRENGTHS OF UNIVERSITIES IN THE DEVELOPING COUNTRIES OF THE COMMONWEALTH - A REGISTER

The Association of Commonwealth Universities has asked me to inform Faculty that this Register has just been published. This Register describes a number of research areas available in Commonwealth Developing Countries, and although primarily meant to encourage academic cross-traffic between developing countries, universities in other parts of the world will also find the book of practical value as a source of up-to-date information on research covering fields of agriculture, arts, education, engineering and technology, medicine, science and the social sciences. Order forms are available from this office.

THE LADY DAVIS FELLOWSHIP TRUST

Awards for study, research or teaching on Graduate, Post-Doctorate or Professorial levels at the Hebrew University of Jerusalem and the Technion-Israel Institute of Technology, Haifa are again available for the 1979-80 year. Further information and application forms are available from this office. Application forms for Graduate and Post-Doctoral candidates must be submitted to this office no later than *December 20, 1978*. Applications for the Hebrew University must be in this office no later than *November 10, 1978*.

MINISTER OF STATE MULTICULTURALISM ASSISTANCE PROGRAMS

The Multicultural Program provides assistance for projects and activities which further cultural pluralism within the framework of Canada's multiculturalism policy. The assistance programs involved are:

1. Group Development - Projects Program.
2. Group Development - Operational Support Program.
3. Group Development - Cultural Integration Program.
4. Cultural Enrichment Program.
5. Intercultural Communications Program.
6. Performing and Visual Arts Program.
7. Writing and Publications Program.
8. Canadian Ethnic Studies Program.

These assistance programs:

(a) Support and encourage all of Canada's ethno-cultural communities in the development of their cultural heritages within the Canadian context;

(b) Assist members of all cultural groups to gain acceptance and to overcome barriers to full participation in Canadian society;

MINISTER OF STATE MULTICULTURALISM ASSISTANCE PROGRAMS (Cont'd)

(c) Promote and encourage creative encounters and interchange among all Canadian cultural groups in the interest of Canadian unity.

ENVIRONMENT CANADA - SCIENCE SUBVENTION PROGRAM

This is to inform you that Environment Canada is again making available its Science Subvention Program under the following headings:

1. Atmospheric Research Program - to promote atmospheric and ice research in order to contribute to the long-range improvement of economic, environmental and social conditions. The main fields of activity are atmospheric processes research, air quality and inter-environmental research, and meteorological services research, climate research. Deadline for application in this office *December 20, 1978.*

2. Fisheries and Marine Program - to provide assistance in the following two areas:

   (i) The management and development of fisheries and the preservation and development of fish habitats.

   (ii) The understanding of the ocean and aquatic environment and ecosystems.

   Deadline for application in this office *December 10, 1978.*

APPOINTMENT TO THE NSERC GRANT SELECTION COMMITTEE

I have just been informed that Professor M.S. Vidyasagar has been appointed to the Grant Selection Committee for Electrical Engineering for a three-year period 1978-81.

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL (NSERC) SCHOLARSHIPS AND FELLOWSHIPS - 1979-80

The application forms for the NSERC Postgraduate scholarships and the 1967 Science scholarships are now available from this office. Would you please ensure that eligible students in your area are informed. Deadline for applications in this office is *November 10, 1978.*

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL GRANTSMANSHIP MEETING

Two members from the Research Grants Division of the Social Sciences and Humanities Research Council (SSHRC) will be visiting Concordia University on Wednesday, October 25, 1978. The purpose of this meeting is to discuss procedures regarding research grant applications and the role of the Council, followed by a question period. The meeting on the SGW Campus will be on Wednesday morning from 9:30 A.M. to 12 noon in Room H-769 and on Wednesday afternoon on the Loyola Campus from 2:15 P.M. to 5:00 P.M. in Room AD-128 for the same purpose. We hope to have a good number in attendance.

Audrey J. Williams,
University Research Officer.